

STAT

Approved For Release 2005/08/02 : CIA-RDP85B00236R000200040003-6

RECORDS INVENTORY WORK SHEET

STAT

PREPARED BY

EXTENSION

DATE

27 November 1981

STAT

OFFICE, DIVISION, BRANCH, SECTION

CUSTODIAN

LOCATION OF FILES

DA/OIS/CRD

322 Ames Building

TITLE OF FILES

CRD Organization, Mission, & Staffing

DESCRIPTION

Copies of documents which concern the establishment of the Classification Review Division -- proposals, discussion with the various directorates, PMCD deliberations, etc., manning tables, current position control register, list of responsibilities, and related correspondence.

FILING ARRANGEMENT

INCLUSIVE DATES

Chronological

1977-Present

MEDIA OF RECORDS

FREQUENCY OF USE

Paper

Once every one-to-two months

OFFICE OF RECORD

VOLUME (CUBIC FEET)

RATE OF ACCUMULATION

Various*

1 FILE FOLDER

Negligible

REMARKS

*DDA; OIS; PMCD; Office of Personnel

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TITLE OF FILES

CRD Objectives, Planning, and Programming

DESCRIPTION

Copies of documents concerning the Division's MBO and long-range objectives, plans for meeting those objectives, and statistical results.

FILING ARRANGEMENT

INCLUSIVE DATES

Chronological

1979-Present

MEDIA OF RECORDS

FREQUENCY OF USE

Paper

Infrequent

OFFICE OF RECORD

VOLUME (CUBIC FEET)

RATE OF ACCUMULATION

OIS

2 FILE FOLDERS

Negligible

REMARKS

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322 Ames Building

TITLE OF FILES

Classification Review Guidelines

DESCRIPTION

Copies of policy documents which concern guidelines for the systematic review for declassification of information of foreign government and United States origin. Included are guidelines from various components of the Agency and other U.S. Government agencies, and originals of classification review procedures.

FILING ARRANGEMENT

INCLUSIVE DATES

Chronological

1974-Present

MEDIA OF RECORDS

FREQUENCY OF USE

Paper

Once or twice a month

OFFICE OF RECORD

VOLUME (CUBIC FEET)

RATE OF ACCUMULATION

CRD

One

Negligible

REMARKS

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STA	OFFICE, DIVISION, BRANCH, SECTION	CUSTODIAN	LOCATION OF FILES
	DA/OIS/CRD		322 Ames Building
TITLE OF FILES			
Foreign Relations of The U.S. (FRUS) Manuscripts			
DESCRIPTION			
<p>Copies of correspondence to and from the Department of State relating to the review of a particular manuscript in the FRUS series. Also included in these files are internal coordinating correspondence with the Directorate of Operations Information Review Officer, and copies of all documents reviewed which are either sanitized or withheld in their entirety.</p>			
FILING ARRANGEMENT		INCLUSIVE DATES	
Chronological		1977-Present	
MEDIA OF RECORDS		FREQUENCY OF USE	
Paper		Frequently	
OFFICE OF RECORD	VOLUME (CUBIC FEET)	RATE OF ACCUMULATION	
CRD	3.5	1 foot per year	
REMARKS			

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OFFICE, DIVISION, BRANCH, SECTION

DA/OIS/CRD

322 Ames Building

TITLE OF FILE

Liaison

DESCRIPTION

Correspondence developing from liaison relationships with other U.S. Government agencies on matters relating to the systematic review for declassification of information.

FILING ARRANGEMENT

REGISTRATION

Chronological

1977- Present

MEDIA OF RECORDS

FREQUENCY OF USE

Paper

Frequently

OFFICE OF RECORD

VOLUME (CHUCK ELLIOT)

REVIEW OF RECORDS

CRD

One

Negligible

REMARKS

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DA/OIS/CRD

322 Ames Building

TITLE OF FILES

DCI Retention of Classification

DESCRIPTION

Original documents signed by the DCI certifying that the classification of documents must be extended in accordance with certain sections of E.O. 12065. Also included in these files are copies of memoranda from the DDA to the DCI recommending continued classification of the documents referred to above.

FILING ARRANGEMENT

RETENTION PERIOD

Chronological

1977-Present

MEDIA OF RECORDS

Paper

Once a month

OFFICE OF RECORD

CRD

SEVERAL SMALL FOLDERS Negligible

REMARKS

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CUSTODIAN

LOCATION OF FILES

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322 Ames Building

TITLE OF FILES

Publication Review

DESCRIPTION

Copies of correspondence concerning policy and procedures for the submission and review of manuscripts written by present and former Agency employees. Copies of Publication Review Board minutes of meetings and activity reports. Procedures for referral of manuscripts to DOD for publication review. Also, copies of the results of CRD's review of manuscripts.

FILING ARRANGEMENT

INCLUSIVE DATES

Chronological

1979-Present

MEDIA OF RECORDS

FREQUENCY OF USE

Paper

Frequently

OFFICE OF RECORD

VOLUME (CUBIC FEET)

RATE OF ACCUMULATION

PRB

0.5

Negligible

REMARKS